City of Fontana
Planning Department
8353 Sierra Avenue, Fontana, CA 92335 ~ (909) 350-6718
www.fontanaca.gov ~ Email**: Planning@fontanaca.gov**

Temporary Use Permit Checklist

SECTION 1: Application Procedure and Filing Requirements

A. Submittal Requirements:

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account after you have created the MCN. If you don't have an account for Build Fontana, please create one by going to https://aca-prod.accela.com/FONTANA/Default.aspx.:

☐ 1. **Notarized Property Owner Affidavit.**

☐ 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.

☐ 3. **Submittal For Temporary Use Permit:**
- ❑ **Plans should consist of:**
  - ❑ Site Plan
  - ❑ Elevations
  - ❑ Detailed description (To include dates of proposed event, hours of operation, etc.)

B. Supporting Information:

All Temporary Use Permits are subject to the Fontana Zoning and Development Code Division No. 19.